

ADMINISTRATIVE MESSAGE

ROUTINE

R 130340Z OCT 00 ZYB MIN PSN 471058J25

FM CNO WASHINGTON DC//N09B//

TO NAVADMIN

UNCLAS

NAVADMIN 265/00

MSGID/GENADMIN/N09B33//

SUBJ/DELEGATION OF AUTHORITY TO APPROVE THE NAVY AND MARINE CORPS
/ACHIEVEMENT MEDAL (NA)//

REF/A/SECNAV LTR/NDBDM 467/29AUG2000//

REF/B/SECNAVINST 1650.1F/AWARDS MANUAL/08AUG1991//

NARR/REF A GRANTED AUTHORITY TO THE CNO TO DELEGATE THE APPROVAL OF
THE NA TO THE COMMANDING OFFICER LEVEL. REF B IS THE AWARDS MANUAL;
APP B TO CHAP 1, PG 1-17 APPLIES.//

RMKS/1. IAW REF A, REF B IS CHANGED TO ALLOW COMMANDING OFFICERS
UNLIMITED APPROVAL AUTHORITY OF THE NA.

2. SPECIFICALLY:

A. FULL APPROVAL AUTHORITY OF THE NA CURRENTLY IS AT THE FIRST FLAG
OFFICER IN THE CHAIN OF COMMAND. EFFECTIVE IMMEDIATELY, FULL NA
AUTHORITY IS DELEGATED TO COMMANDING OFFICERS DESIGNATED TO WEAR THE
COMMAND AFLOAT OR COMMAND ASHORE INSIGNIA.

B. REGARDLESS OF RANK, THE INDIVIDUAL EXERCISING THIS AUTHORITY
MUST BE IN A POSITION DESIGNATED AS COMMANDING OFFICER. THERE ARE
NO WAIVERS OR EXCEPTIONS TO PERSONNEL IN OFFICER-IN-CHARGE OR ACTING
BILLETS.

C. THIS AUTHORITY EXTENDS TO BOTH THE END-OF-TOUR (EOT) AND SPECIAL
ACHIEVEMENT NA; THERE IS NO LIMITATION TO THE NUMBER OF AWARDS
ISSUED BY THE AWARD AUTHORITY. THE QUOTA SYSTEM DESIGNATED IN REF A
IS CANCELED.

D. THIS AUTHORITY EXTENDS TO ALL PERSONNEL PERMANENTLY ASSIGNED TO
THE COMMAND. IT DOES NOT EXTEND TO TAD PERSONNEL AS THE PARENT
COMMAND MUST FIRST CONCUR; IT DOES NOT EXTEND TO OTHER SERVICE
PERSONNEL, EXCEPT USMC, AS THE PARENT SERVICE AND CNO RETAINS THIS
AUTHORITY; IT DOES NOT EXTEND TO FOREIGN SERVICE PERSONNEL AS SECNAV
RETAINS THIS AUTHORITY.

3. ADMINISTRATIVELY:

A. COMMANDS MUST STOCK ALL MEDALS AND CITATION/CERTIFICATES FOR
ISSUE DIRECTLY TO THE MEMBER (NEW NA CERTIFICATE STOCK NUMBER IS
0104-LF-982-3000).

B. COMMANDS MUST ENSURE THAT A COPY OF THE SIGNED AND DATED
CITATION, ALONG WITH A COPY OF THE 1650 IS FORWARDED DIRECTLY TO THE
RESPECTIVE TYPE COMMANDER, FLEET CINC, OR CNO AWARDS SECTION AS
DETERMINED BY THE COMMAND'S ADMINISTRATIVE CHAIN OF COMMAND. THE
COPY IS REVIEWED FOR ADHERENCE TO REGULATIONS, ENTERED IN THE AIMS
DATA BASE SYSTEM, AND FORWARDED AS THE SERVICE RECORD MICROFICHE

COPY. THIS COPY MUST HAVE THE MEMBER'S SSN WRITTEN IN THE TOP, RIGHT HAND CORNER.

C. AS PER THE NEW, SHORT CERTIFICATE/CITATION FOR BOTH THE ACHIEVEMENT AND COMMENDATION MEDALS, THE NA SHOULD BE PREPARED IN BOLD/ALL CAPITAL LETTERS WITH A 1-INCH RIGHT AND LEFT MARGIN, AND SHOULD NOT EXCEED SEVEN AND ONE HALF LINES. THE OPENING SENTENCE FOR THE NA HAS BEEN SHORTENED TO READ "FOR PROFESSIONAL ACHIEVEMENT."

D. AS WITH ALL AWARDS, GENERAL GUIDELINES STATE THAT AN EOT AWARD IS FOR THE MEMBER'S EOT AT THE ASSIGNED DUTY STATION; IT IS NOT AUTHORIZED FOR THE END OF THE CO'S TOUR OR UPON CHANGE OF JOBS WITHIN THE SAME COMMAND. THE SPECIFIC ACHIEVEMENT NA IS STILL EFFECTIVE WITHOUT A QUOTA BASIS; A PERIOD, CANNOT CONFLICT WITH EOT AWARDS, AND IS NOT A PART OF THE SAILOR OF THE YEAR COMPLETIONS.

E. COMPLETION OF THE JUSTIFICATION BLOCK ON THE 1650 IS NOT REQUIRED UNLESS THE AWARD IS FORWARDED UP THE CHAIN OF COMMAND.

F. IF CIRCUMSTANCES WARRANT THE REMOVAL OF A NA, A REQUEST TO REMOVE THE AWARD SHALL BE FORWARDED VIA THE ISIC TO SECNAV NDBDM WITH JUSTIFICATION FOR REMOVAL OF THE AWARD.

5. FILE THIS NAVADMIN WITH REF B UNTIL THE NEXT REVISION IS ISSUED.

6. RELEASED BY RDML G.L. TALBOT, JR., DIRECTOR, NAVY STAFF (N09B).//

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